

1 APRIL 2003

Personnel

MENTORING



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OPR: 939 ARW/CV
(Col Randal Schultz-Rathbun)
Supersedes 939 RQWI 36-3401, 13 June 2002

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Pages: 2
Distribution: F:

This instruction implements AFI 36-3401, *Air Force Mentoring*, AFRC Pam 36-3401, *AFRC Mentoring Program*, and AFI 36-3401, AFRC Sup 1, *Air Force Mentoring*. This instruction applies to all personnel assigned to the 939th Air Refueling Wing who are stationed at the Portland Air National Guard Base.

SUMMARY OF REVISIONS

This revision changes unit designation from 939th Rescue Wing to 939th Air Refueling Wing. A bar (|) indicates revision from previous edition.

1. Concept of Operations .

1.1. Mentoring is an on-going process of professional development and is the responsibility of members and supervisors alike. Normally a member's mentor will be the member's immediate supervisor. However, a member may request a specific person to mentor him/her. Key to success in the program is the support of all commanders and supervisors to ensure that each member of the wing understands his/her performance and career progression.

2. Responsibilities.

| 2.1. 939th Air Refueling Wing Commander will:

2.1.1. Ensure the implementation of the mentor program IAW AFI 36-3401, AFRC Sup 1.

| 2.2. 939th Air Refueling Wing Vice Commander will:

2.2.1. Manage the wing mentor program.

2.2.2. Coordinate with unit commanders to implement a robust mentor program.

3. Wing Mentoring Program.

3.1. The 939th Air Refueling Wing Mentor Program is intended to help members prepare for increased responsibilities as they progress through their military careers. To that end, all commanders and supervisors will take an active role in the professional development of their subordinates.

3.2. As a minimum, group commanders will accomplish the following:

3.2.1. Establish a formal mentoring program, using AFRC Pamphlet 36-3401, *AFRC Mentoring Program* as a guide.

3.2.2. Establish procedures to accomplish formal mentoring sessions on each member of the group at least once each year. Pursuant to AFRCP 36-3401, the mentoring session will normally be accomplished during the subordinate's mid-course enlisted performance report or officer performance report feedback session. Use AFRC Form 141, **Mentoring Process Guide**, to guide the mentor and to provide written feedback of the mentoring session to the subordinate.

3.2.3. Establish a program to document the accomplishment of each mentoring session. Do not maintain the AFRC Form 141 or any copies. That form is to be kept strictly confidential between the mentor and subordinate.

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